

## How to submit wildlife observations to WDFW using a smartphone or a web browser

Please submit wildlife observations to help keep common wildlife common and to help fill in the blank spaces for presence of rare and hard-to-document species or species of special public or agency concern. Join the many wildlife professionals and citizen scientists who collaborate and share observations on behalf of revealing a more complete picture of wildlife species presence, condition, movements and distribution patterns.

Emphasis of this phone app is on incidental observations and certain high priority breeding locations. For WDFW staff, please utilize existing reporting processes when submitting data that correspond to a protocol driven survey (Marbled Murrelet, Butterflies, Raptor and Colony Occupancy/Productivity). For example, continue to send Raptor and Colony Occupancy/Productivity data to Gretchen Blatz on the standard survey forms ([Wildlife Observation form](#) or Occ/Prod form) and Marbled Murrelet data to Jane Jenkerson.

Below is a table of fields that are available in the wildlife incidental observation phone app and a brief description of the information we are soliciting.

<b><u>Field Names</u></b>	<b><u>Instructions</u></b>
Common Name	Select the species that you observed from the list of common names.
Date	Select the date of your observation from the calendar.
Time	Enter a time only if data entry is different from time of observation.
Site Name	Enter a site name if known.
Locational Accuracy	Select an option from the list (defaults to "GPS"). Locational accuracy is the accuracy of the location of the observation.
Occurrence Type	Select the type of occurrence from the list (Defaults to "Biotic Detection").
Occurrence Class	Select the class of the occurrence from the list (optional) (Defaults to "NA").
Structure Type	Select the structure type of the observation (optional)(Defaults to "NA").
Survey Method	Select a survey method from the list (optional) (Defaults to "Ground").
Survey Type	Select a survey type from the list (optional) (Defaults to "NA").
Survey Source	Select a survey source from the list (optional) (Defaults to "WDFW Incidental" or "Other Incidental").
Detection Quantity	Enter the number of organisms observed.
Count Accuracy	Select an option from the list that corresponds to the accuracy of the number of organisms observed (Defaults to "Exact").
Detection Type	Select a detection type from the list.
Sign	Select an option from the list that indicated the sign of the animal if applicable (optional) (Defaults to "NA").
Sex	Select a sex (male, female) option from the list (optional).
LifeStage	Select a lifestage option from the list (optional).
Behavior	Select an option from the list (Defaults to "NA").
Verification	Select an option from the list (Defaults to "Verified").
Observation Notes	Enter additional observation notes here.
Attachments	Add a photo of your observation.

Using the instructions below, a person can view, create and edit wildlife observations in a map via:

[\*Smartphone app for Android\*](#)

[\*Smartphone app for iOS\*](#)

[\*Smartphone app for Windows 7/8\*](#)

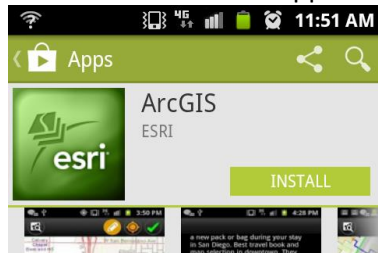
[\*Web browser\*](#)

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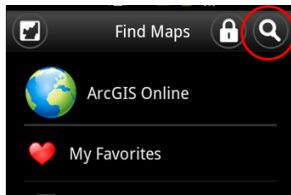
## Android smartphone app

These instructions use the “Public Wildlife Point Observations” map as an example. Your map and data entry options will differ somewhat depending on the map/project that you are interested in.

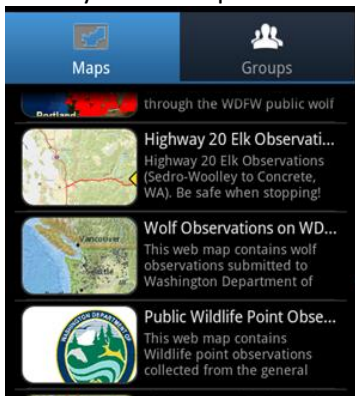
- Download the ESRI GIS app from Google Play store
  - Search for the app by typing “ESRI” or “ArcGIS”
  - Install the ESRI-ArcGIS app



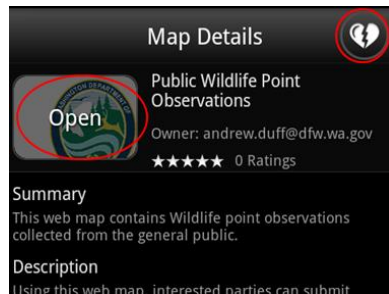
- Open the app and search for the title of the map or keywords. For example, “Public Wildlife Point Observations” or using a few keywords such as: WDFW Staff, WDFW Citizen Science.



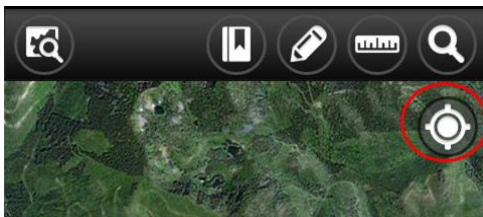
- Select “Public Wildlife Point Observations” from the available list by clicking on the image to go directly to the map or the title to go to the map details screen



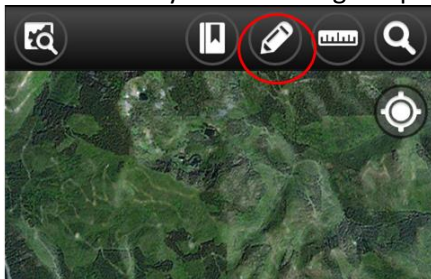
- In the map details screen
  - Click on the Heart Icon in upper right to save this to “My Favorites” (after this you will no longer have to search for this map)
  - Select Open to open the map



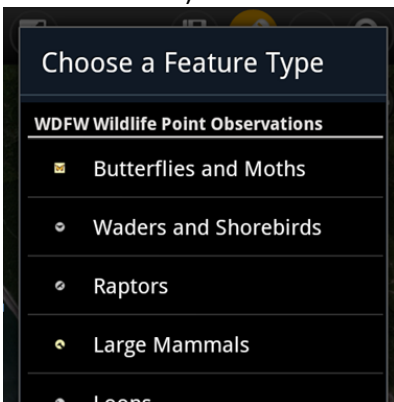
- The map will open at a very broad scale. Zoom in by:
  - Manually:
    - Double-tap repeatedly on the screen
    - Pinch and pull you're your fingers apart
  - Automatically:
    - Tap the GPS locator, near the top right of the map. This will then auto-zoom to your location.



- Once you have zoomed in sufficiently to accurately mark your location, create a new observation by first selecting the pencil icon at the top of the map.



- Select/tap an editable feature from the pop-up list (for this map, there several observation types to choose from)



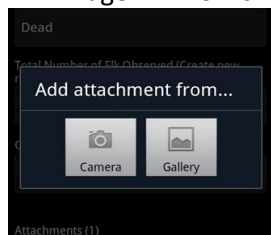
- A data entry page will appear. Use the table at the top of this document to help you to understand the type of information you will enter into the phone app data fields.



- Upload a photograph of the observation (optional)
  - Tap the attachment icon at the top of data entry form



- Choose between attaching an existing picture from the Android picture gallery or to snap a new one with the phone camera. A thumbnail of the attached image will now show at the bottom of the data entry form.



- The final step in recording your observation is to collect the location. This can be accomplished in two ways. To start the process, tap the icon in the upper left of the data entry screen (the icon is a pencil next to a polygon with its vertices exposed). This will open the “Collect Location” map screen.



- From the “Collect Location” screen (Same as the map view but the pencil is highlighted orange, indicating that a record is still being edited), there are two ways to add a location
  - Select the icon in the lower left (a person next to a satellite). The map will then show a blue dot inside of a blue circle.



- You can also tap on the map to place a point in an area other than the current GPS location. This location will show as a red dot on the map.
- Once you have selected the observation location, finalize the location by tapping the check mark in the in the upper right hand corner of the screen. This will take you back to the data entry page.



- Once you have returned to the data entry page, again tap the check mark in the upper right corner to submit your observation to the WDFW database.



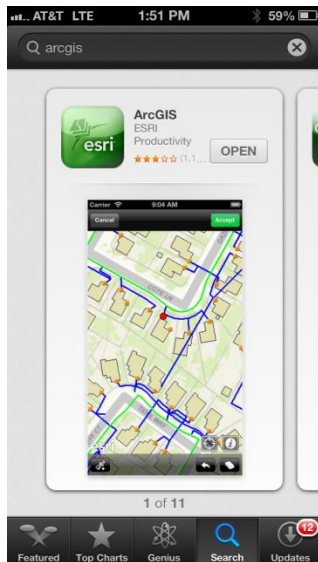
- You will then be taken back to the map screen and a message will appear “**Edits successfully applied**”. Notice the pencil icon is no longer highlighted.
- To record a new observation tap the pencil again and repeat the data entry process. When you are finished, press the phone’s Home icon to return to the phone’s desktop.
- To edit an existing observation (the data and/or the location)
  - Tap on an observation in the map
  - The observation’s location info will pop-up with a side arrow
    - Tap the side arrow to open the data entry page
  - Tap the pencil to edit the record
  - Fields will become editable and the check mark icon and pencil-polygon icon will show at the top
  - To edit the data only
    - Modify the field values as necessary
    - Tap the check to save your edits

- To edit the location of the observation
  - Tap the pencil-polygon icon
  - Tap and hold an observation in the map
  - A magnifying screen will appear with the point in the middle
  - While holding down, move the point to a new location
  - Tap the check to return to the data entry page
  - Tap the checkmark again to save your edits
  - You will then be taken back to the map screen and a message will appear “Edits successfully applied”.

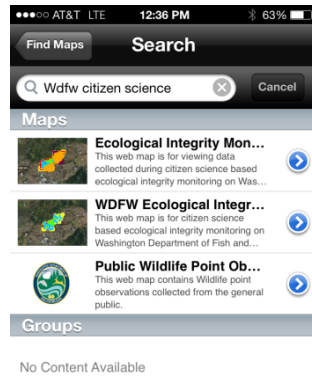
## iOS smartphone app (iPhone, iPad)

These instructions use the “Public Wildlife Point Observations” map as an example. Your map and data entry options will differ somewhat depending on the map/project that you are interested in.

- Download the ESRI GIS app from the App Store on your iPhone.



- Open the app and search for the title of the map or keywords. For example, “Public Wildlife Point Observations” or using a few keywords such as: WDFW Staff, WDFW Citizen Science.

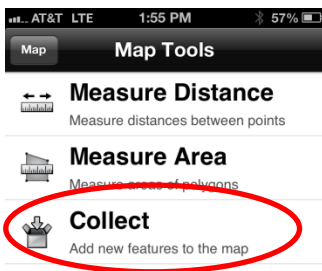


- To create a new observation, tap on the wrench icon located on the toolbar at the top to display the “Map Tools” dialog.

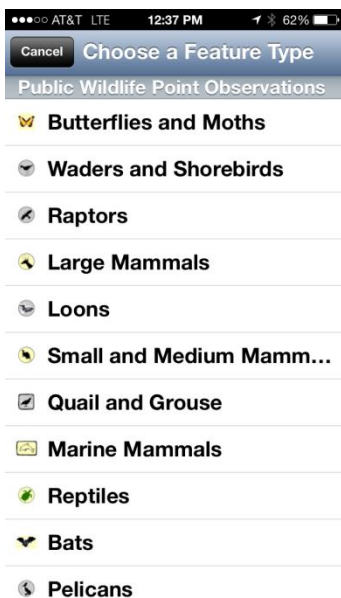




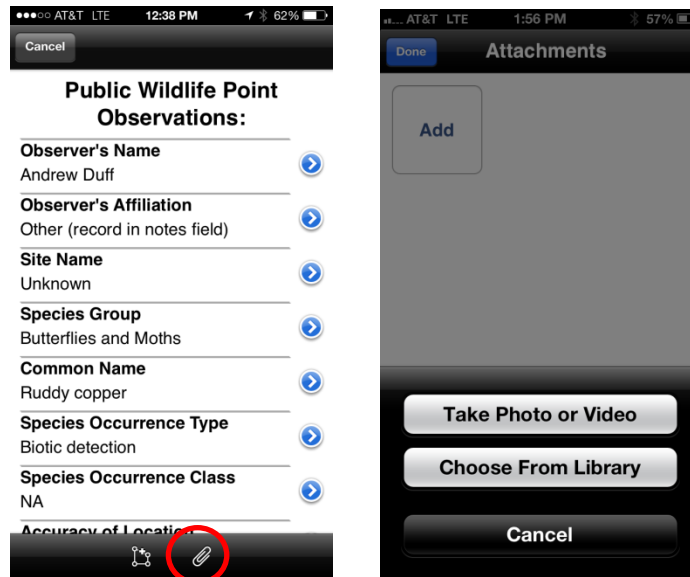
- Tap “Collect” to add new features to the map.



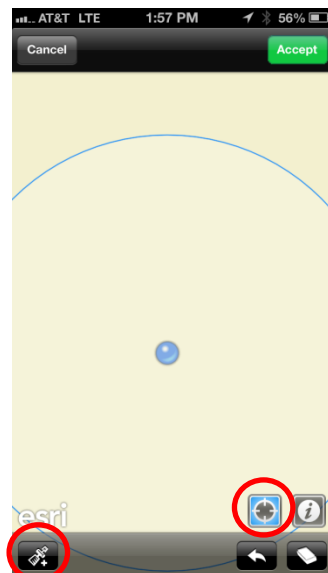
- Next you will be presented with a list of species groups. Tap the appropriate observation type



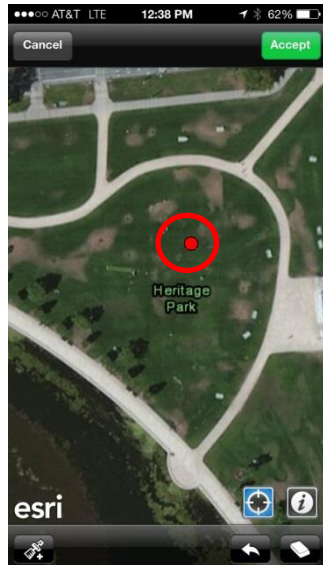
- A data entry page will appear. Use the table at the top of this document to help you to understand the type of information you will enter into the phone app data fields.
- Once the attributes of your observation have been recorded, you can add a picture(s) of your observation (optional).
  - Tap the paper clip icon at the bottom of the data entry screen to attach an existing picture from the iPhone library or to snap a new one with the phone camera.



- The final step in recording your observation is to collect the location. To start the process, tap the other icon next to the paperclip at the bottom of the data entry page (the icon is a polygon with its vertices exposed). This will open the “Collect Location” screen. Locations can be created in two ways.
  - From the “Collect Location” screen you can tap the cross hair icon to display the current GPS location. The satellite icon in the lower left will place a red dot on the map by obtaining the location from GPS.



- You can also tap on the map to place a point in an area other than the current GPS location.

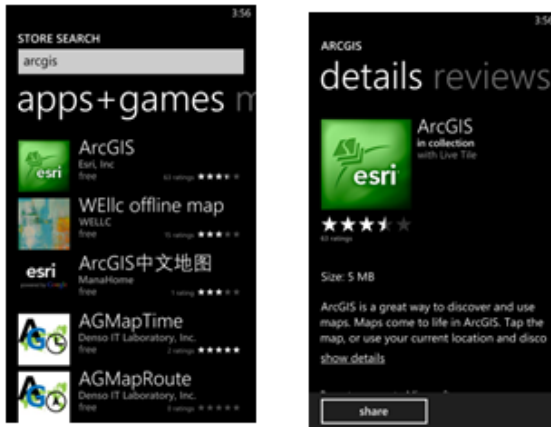


- Once you have selected the observation location, tap “Accept” in the upper left hand corner of the screen.
- Finally, tap “Done” in the upper left hand corner to submit your observation to the WDFW database.

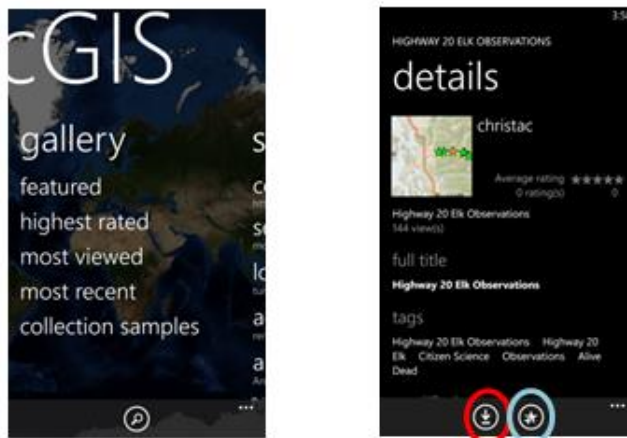
## Windows 8 smartphone app

These instructions use the “Public Wildlife Point Observations” map as an example. Your map and data entry options will differ somewhat depending on the map/project that you are interested in.

- Download the ESRI GIS app from the Windows store



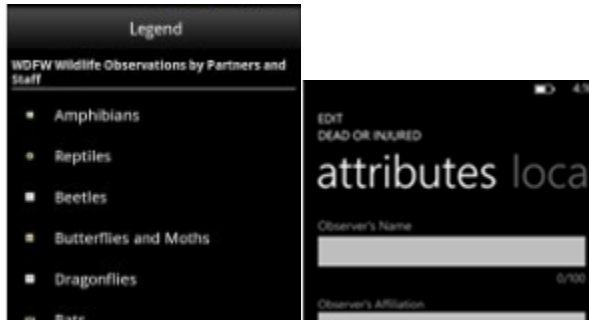
- Open the app and search for the title of the map or keywords. For example, “Public Wildlife Point Observations” or using a few keywords such as: WDFW Staff, WDFW Citizen Science. You may want to [save as a “favorite”](#) for next time you want to record an observation.



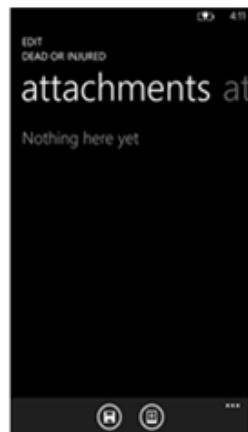
- Zoom in to area where the species was observed. To create a new observation, tap on the wrench icon located on the toolbar at the bottom to open the “Select Feature” page.



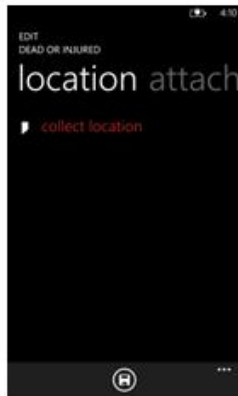
- Select the “Feature Type” (Species Group) to add new observation. A data entry page will appear. Use the table at the top of this document to help you to understand the type of information you will enter into the phone app data fields.



- Once the attributes of your observation have been recorded, you can add a picture(s) of your observation (optional).
  - Swipe across to the “**attachments**” screen. Tap on photo gallery icon at the bottom of screen. You can either take a new picture or attached an existing photo from your camera.



- The final step in recording your observation is to collect the location. To start the process, swipe across to the “location” screen and tap on “**location**”. Locations can be created in two ways.



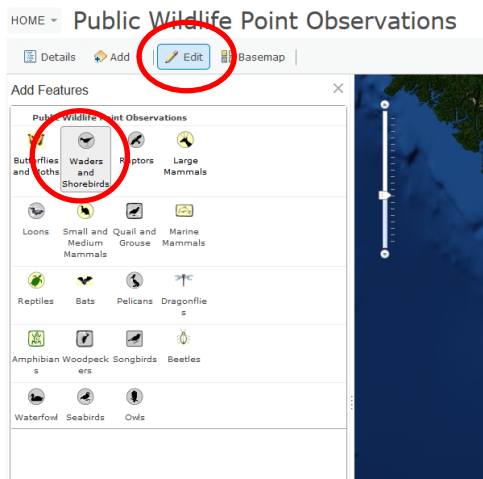
- From the “Collect Location” screen you can tap the cross hair icon to capture the current GPS location. The satellite icon in the lower left will place a red dot on the map by obtaining the location from GPS.
- You can also tap on the map to place a point in an area other than the current GPS location.
- Once you have selected the observation location, tap the accept **checkmark** at the bottom of the screen.
- Finally, tap on the save icon at the bottom of the screen to submit your observation to the WDFW database. Once the observation has been saved it should show up immediately on the map and the details of your report (and any photos) will be attached to your record.



## Using a web browser (Firefox or Chrome recommended)

These instructions use the “Public Wildlife Point Observations” map as an example. Your map and data entry options will differ somewhat depending on the map/project that you are interested in.

- For a direct connection to the map:
  - Public:  
<https://www.arcgis.com/home/webmap/viewer.html?webmap=f37be8103d0246a49898e15a9c39435c>
  - WDFW Staff:  
<https://www.arcgis.com/home/webmap/viewer.html?webmap=9395ae94dd904b0294fb8f375d4f2c91>
- Otherwise you can search for maps at: <http://www.arcgis.com> (hosted by ESRI, Inc.)
  - Register for and sign in with an ESRI global account (free and optional)
  - Search for a map on the tags/keywords (e.g. WDFW Staff, WDFW Citizen Science, etc.)
  - Select from the list of found maps and choose “Open>Open in ArcGIS.com”
  - Select “Public Wildlife Point Observations” to open the map
- Select “Edit” at the top of the map
- The TOC (Table Of Contents) will appear, showing only the editable features. Click on the symbol for an editable feature (Species Group) to activate it.



- Move your mouse to the map.
- To add a new observation:
  - Use your mouse wheel to zoom in to a location, close enough so that you can identify your location on the aerial photo.
  - Hover over a location. A pop-up will say “Click to add a point” or “Cntrl to enable snapping” (this will allow a user to snap their point to any point layers in the map)
  - Click on the location and the attribute form will open. Use the table at the top of this document to help you to understand the type of information you will enter into the phone app data fields.
  - Select “Close” to save the entry

**Public Wildlife Point Observations**

Observer's Name:

Observer's Affiliation:

Site Name:

Species Group:

Common Name:

Species Occurrence Type:

Species Occurrence Class:

Accuracy of Location:

**Attachments:**

photo.JPG(X)

Add:  No file selected.

Edited seconds ago

- To edit an existing observation (Update data or move location...deleting is currently disabled):
  - Un-Select "Edit" at the top of the map (so it is not highlighted)
  - Click on an existing observation to highlight a point and the point's record will open. Scroll to the bottom of the form to either "Zoom to" or "Edit"

Life Stage of Animal

Sign of Animal: NA

Behavior of Animal: NA

Observation Notes

Attachments: photo.JPG

Edited a minute ago

[Zoom to](#) [Edit](#)

Move a location by dragging the point to a new spot or edit the form by changing the data in the record and then closing this form to save.